

Busnes Cymdeithasol Cymru

Social Business Wales

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SBW Covid HR Checklist for Employers

This checklist has been developed to support social businesses to review and focus their HR activities as we prepare for the end of the furlough scheme and assess the suitability, operational and financial implications of the new job support scheme. It will also guide social businesses to consider potential implications and restructuring options as we navigate through the next 6 months of operations during the covid pandemic.

The timing of each task will largely depend on individual business needs, however adequate time should be factored to allow for a correct process to be followed and for meaningful consultation and communication be had with staff.

The tool is for guidance only and should be used in conjunction with the information shared during Social Business Wales' Covid-19 HR Update Webinar (20.10.20) which can be viewed here: <https://www.youtube.com/watch?v=KBTfVLuHyy0>

Through the document we highlight sources of reference and useful sites and tools. A number of free tools and resources are available to assist employers respond to the Covid-19 pandemic, ACAS and the CIPD offer useful free practical materials, including template policies and letters which can adapted to suit particular businesses or circumstances:

ACAS: <https://www.acas.org.uk/>

CIPD: <https://www.cipd.co.uk/news-views/coronavirus/support-materials>

HSE: <https://www.hse.gov.uk/>

Professional advice should be sought for further assurance. Social Business Wales can offer specialist support around HR matters and policies and procedures. If you require further guidance and support please contact your business adviser, if you aren't currently a client then please contact a member of our team to find out how we can support you:

Telephone: 0300 111 5050

Email: sbwenquiries@wales.coop

<https://wales.coop/get-our-help/support-available/>

All of the information and links we provide in this guidance note are shared in good faith and current at the time of publishing this guidance, we recommend that you keep up to date with announcements and changes to schemes, so please check the links regularly.



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TASK: Coronavirus Job Retention Scheme & Job Support Scheme	
Consider both schemes suitability and whether to make use of the schemes at all	<input type="checkbox"/>
Consider staff eligibility and whether to offer access to the scheme/s to all staff or just some, and, if just some, how to select those who will be preferred	<input type="checkbox"/>
Plan how to notify staff and reach agreement:	<input type="checkbox"/>
Confirm any changes in writing	<input type="checkbox"/>
USEFUL LINKS: https://www.gov.uk/government/collections/coronavirus-job-retention-scheme https://www.gov.uk/government/publications/job-support-scheme	
ACTION POINTS: Use this space to detail any additional information or action points	
Task Completed By: Date:	

TASK: Coronavirus Job Retention Scheme (Job Retention) Bonus	
Consider eligibility criteria to identify potential for bonus payment	<input type="checkbox"/>
USEFUL LINKS: https://www.gov.uk/guidance/check-if-you-can-claim-the-job-retention-bonus-from-15-february-2021	
ACTION POINTS: Use this space to detail any additional information or action points	
Task Completed By: Date:	

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TASK: Restructure	
Consider options for restructuring, e.g. extend furlough (at employer's cost), change terms and conditions (e.g. reduce pay and/or hours), unpaid leave	<input type="checkbox"/>
Plan how to notify staff and reach agreement: confirm the changes in writing	<input type="checkbox"/>
USEFUL LINKS: https://www.cipd.co.uk/knowledge/strategy/organisational-development/workforce-planning-factsheet https://www.acas.org.uk/lay-offs-and-short-time-working https://www.acas.org.uk/informing-and-consulting-employees	
ACTION POINTS: Use this space to detail any additional information or action points	
Task Completed By: Date:	

TASK: Redundancy (last resort)	
Consider whether there is genuine redundancy situation	<input type="checkbox"/>
Plan to ensure fair selection process: genuinely apply consideration to identify the selection pool and selection criteria	<input type="checkbox"/>
Provide adequate warning and meaningfully consult with affected staff	<input type="checkbox"/>
Consider alternative employment	<input type="checkbox"/>
Follow a fair procedure	<input type="checkbox"/>
USEFUL LINKS: https://www.acas.org.uk/redundancy	
ACTION POINTS: Use this space to detail any additional information or action points	
Task Completed By: Date:	



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TASK: Key Staff Policies and Procedures	
Review the following policies and procedures to ensure they reflect changes caused by covid pandemic and are still practical in current situation.	
Covid-related Sickness Absence	<input type="checkbox"/>
Homeworking	<input type="checkbox"/>
Health, Safety and Wellbeing	<input type="checkbox"/>
Disciplinary, Grievance and Performance Management	<input type="checkbox"/>
Redundancy	<input type="checkbox"/>
Data Protection	<input type="checkbox"/>
Equality & Diversity	<input type="checkbox"/>
Employment Contracts	<input type="checkbox"/>
USEFUL LINKS: https://www.gov.uk/guidance/claim-back-statutory-sick-pay-paid-to-employees-due-to-coronavirus-covid-19 https://www.hse.gov.uk/ https://www.hse.gov.uk/stress/what-to-do.htm https://www.acas.org.uk/changing-an-employment-contract	
ACTION POINTS: Use this space to detail any additional information or action points	
Task Completed By: Date:	

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TASK: Leadership	
Hold wellbeing conversations with staff: ensure direct and caring communication	<input type="checkbox"/>
Plan for the longer term and involve staff where possible: rethink traditional work practices	<input type="checkbox"/>
USEFUL LINKS: https://www.cipd.co.uk/knowledge/strategy/leadership https://www.cipd.co.uk/knowledge/culture/well-being/factsheet#75754	
ACTION POINTS: Use this space to detail any additional information or action points	
Task Completed By: Date:	